

TSO COUNCIL MEETING MINUTES

Tuesday, May 6, 2014, Room 1112, 3:20-4:55 p.m.

Council and Ex Officio members present: Virginia Binder, Tim Hay, Dee Koger, Arlene LaTurner, Penny Rathbun, Kathy Shoemaker, Bev Vernon, Mona Zimmerman

Council members absent/excused: None

Members of Administration present: Faisal Jaswal, Nora Lance

Other TSO members present: Jim Cushing, Carol DeCoursey, Bill Greaver, Jerry Harkleroad, Edie Heppler, Mark Kiviat, Betty Steeber, Alex Sytman, Rae Marie Tellefson,

Opening -- The meeting was opened at 3:20 p.m. by Bev Vernon, TSO Acting President, who requested the council's approval to have Virginia Binder, Member at Large, lead the meeting so Bev could take minutes.

A motion was made and seconded to allow Virginia Binder, TSO Member at Large, to lead the meeting so that Bev Vernon, Acting President and Secretary, could take minutes. The motion was approved unanimously.

Welcome – Virginia welcomed all in attendance then proceeded with the agenda.

A motion was made by Tim Hay and seconded to accept as written the minutes of the TSO Council Meeting, Part 1, of April 1, 2014. The motion was approved unanimously.

A motion was made by Tim Hay and seconded to accept as written the minutes of the TSO Council Meeting, Part 2, of April 8, 2014. The motion was approved unanimously.

A motion was made and seconded to accept the resignation of Rick Bodlaender, President, to be effective April 2, 2014. The motion was approved unanimously.

Acting President's report – Bev Vernon

Bev reported that since she moved into the position following Rick Bodlaender's resignation on April 2, it had been a big job requiring a great amount of time and organization. Members applauded with understanding.

Secretary's report – Bev Vernon

- **Room reservations** – We were notified of a change in procedure which meant that we now must fill out a BC Student Programs Room/Table Reservation form two weeks in advance of event, no earlier/no later, send it to Linda Roddis for signature, then to the Student Programs office for Faisal's signature, where it will then be sent to the room scheduling coordinator, Kelsey Young, at north campus. Capacity: Rooms 1118 = 20, 1112 = 29, 1125 = 40. Fire regulations prohibit overloading rooms. This procedure has been used on main campus for some time but is new for north campus. It is cumbersome and time-consuming.
- **Archived TAG documents** – This topic was moved to Unfinished Business on the agenda.
- **Web update** – Sue Black had reported that website training on the main campus for the Word Press template and program was completed but that the trainer, Natalie, on the main campus would be available to answer questions. Website efforts were put on hold while the TSO was in flux. Former Marketing Committee Chair, Linda Alariste, and also Randy Johnson do not plan to be involved with the website at this time. The website should be discussed at the 5/30/14 Marketing Committee meeting.
- **Emailed reminders about council meetings** – While the council had voted earlier to send announcements inviting students/instructors to attend its monthly meetings until our website was created, this practice of emailing this announcement each month will be re-evaluated in the future.

Assistant Dean of Student Program's (Faculty Advisor) report – Faisal Jaswal

- **Room reservation issues** – Faisal reported that application paperwork has always been required on the main campus but is new for the TSO now at north campus. He will help overcome roadblocks. We can email our reservation needs to his office and he or Nora will fill out the forms for us then forward them electronically to expedite the process.
- **Ideas for TSO in future** – He mentioned possibly hosting a luncheon on the main campus for TELOS administrative folks and TSO members. He suggested other possibilities for the TSO to consider – travel, national conference guest speakers, fund raising, open houses, public meetings, holiday meetings,

appreciation parties, film viewings, etc. He is ready to schedule customized leadership and Robert's Rules of Order training sessions or a retreat for TSO council and other members. If his office doesn't have appropriate resources, he will find them.

Acting Treasurer's report – Arlene LaTurner

- **TELOS Financial Statements for 2011-14 (three years)** – Arlene requested TELOS financial statements and asked Edie Heppler to interpret them. Edie said that as set forth in the chart below, TELOS has reportedly been in the black but has not been charged overhead (rent, electricity, maintenance). Had TELOS been charged overhead, it would have been in the red. With a \$5 million BC-CE budget, TELOS is small potatoes and needs to pull its own weight.

	2011-12	2012-13	2013-14
Income (registrations)			
Summer Qtr	\$ 10,861	\$ 16,138	\$ 21,848
Fall Qtr	\$ 37,693	\$ 39,867	\$ 51,816
Winter Qtr	\$ 36,065	\$ 41,559	\$ 43,332
Spring Qtr	\$ 30,306	\$ 36,334	\$ 39,494
Gross Income	\$ 114,925	\$ 133,898	\$ 156,490
Expenses (operating)			
Payroll and benefits	\$ 70,271	\$ 71,919	\$ 75,561
Office supplies	\$ 7,573	\$ 6,224	\$ 4,896
Overhead (rent, electricity, maintenance)	\$ -	\$ -	\$ -
Total expenses	\$ 77,844	\$ 78,143	\$ 80,457
Net Income	\$ 37,081	\$ 55,755	\$ 76,033
Projected uncharged expenses			
35% of income (overhead)	\$ 40,224	\$ 46,864	\$ 54,772
15% of income (brochure, regist., other)	\$ 17,239	\$ 20,085	\$ 23,474
Net income if charged "real costs"	\$ (20,382)	\$ (11,194)	\$ (2,212)

- **TSO financial status** -- Arlene reported that the TSO bank account still has \$820 in it that can be used for almost anything.
- **S&A funding** -- Faisal reported that BC assesses a student activity fee and that Student Programs has about \$2.5 million that is distributed to 134 organization budgets. He announced that \$4500 had been allocated to the TSO program for the 2014-15 academic year. After the BC president and the Board of Trustees have signed and Faisal has approved it, this amount will be transferred to the TSO account on July 1, 2014. It has nothing to do with TELOS, only TSO. The reasoning is that student organizations build community. He said that the TSO is the only student organization falling under a school's CE program nationwide, so the TSO is the first of its kind.

Member at Large, Ad Hoc, and special committee reports

- **Ad Hoc Bylaws Revision Committee** – Mona Zimmerman, Chair, reported the following:
 - This committee met three or more times in March/April using Robert's Rules of Order and other guidelines to revise and rewrite the TSO bylaws. Copies of the new bylaws and a comparison table were distributed. A short discussion ensued. If approved by the Council, the bylaws would next need to be approved by the general TSO membership, so it would appear on the ballot that will be created for the election of new council members. Copies of the proposed bylaws or one laminated copy of the document would be displayed at the reception desk near the ballots.

A motion was made and seconded for the Council to accept the revised bylaws as a whole to replace the bylaws that were approved on November 13, 2013 and that the new bylaws then be presented to the entire TSO membership for approval so that they may be adopted on June 4, 2014. The motion was approved unanimously.

- **Ad Hoc Elections Committee** – Kathy Shoemaker, Chair, reported the following.
 - On March 19, an email was sent to the 210 TSO members in the database asking for volunteers or nominations for positions on the council. Another email went out on May 3. Candidates may be anyone who has taken TELOS courses within the past two years. Following is the slate of candidates – President-Mona Zimmerman, Vice-President-Tim Hay, Secretary-Vacant, Treasurer-Vacant, Members at Large: Virginia Binder, Dee Koger, Penny Rathbun, and Mark Kiviat. Some key positions lack candidates. A Meet the Candidates session will be held on Tuesday, May 13, when the candidates will

- give their backgrounds and goals for the TSO. Voting will take place every day during the week of May 19-22. The front desk receptionists will accept signatures and give out ballots. FERPA laws prevent leaving a list of names at the desk. At the Annual General Meeting on Tuesday, June 3, winning candidates and the results of the bylaws vote will be announced. The new Council officers and Members at Large will be on duty in July. Committees will be determined and the committee chairs selected by the president with approval of the council.
- Members of the Elections Committee are Kathy, Arlene LaTurner, and Chris Steele. They have met more than once and are accumulating a list of nominees.
 - They proposed that elections be held during the entire week of May 19-23, Monday through Friday and that the TSO General Membership Meeting be held on Tuesday, June 3.
 - Kathy reminded that, according to the current bylaws, the addendum concerning the one or two year terms of each position could be amended by the Student Council.
- **Course Host Coordinator report** – Virginia Binder
 - Virginia reported that the TELOS office may want to turn over to the TSO the entire responsibility for providing class hosts and tent cards.
 - Class hosts – For confidentiality reasons, the names and contact information for instructors and students on the course lists is an issue.
 - Tent cards – Several varying opinions were discussed. The matter needs to be decided in committee. Issues include (1) whether students should be expected to take the cards home and bring them back for the next quarters' classes, or instead, collected at the end of the quarter so they can be recycled for future courses, (2) whether missing cards in new course packets should be handwritten on blank cards by the student or by the host, and (3) the fact that a far more streamlined system is needed for the assembly of cards into packets prior to the start of a new quarter.
 - **Parliamentarian report** – Penny Rathbun
 - Robert's Rules of Order training will be offered by the Student Organization Office sometime in June after elections. It would be helpful if all members of the council would attend as well as the committee chairs and members.
 - **TSO/Administration Liaison Committee report** – Tim Hay
 - The Liaison Committee hasn't met since the last council meeting and has no report. The next meeting with members of the Administration will be on May 8. Topics of discussion may include those noted under New Business below.

Marketing Committee report – Penny Rathbun, Acting Chair

- The April meeting had to be cancelled, because after learning of the new room reservation procedure there was not enough time to secure a room.
- Newsletter – Sue Black and Penny are working on a TELOS Newsletter and are hoping to get it out within the next two weeks. Without a TSO website, they are not certain at this time how it will be distributed. A TSO marketing interface with TELOS and BC is important for the larger community.

Curriculum Committee report – Bill Greaver, Acting Chair

- No meeting had been held, so there was no new information to report.
- Opera/music course possibility for fall quarter – Carol DeCoursey reported that the opera course with instructor that she had introduced was accepted by the TELOS office.
- Faisal said that the Liaison Committee would entertain suggestions for TELOS curriculum.

Events Committee report – Dee Koger

- Crossroads lunch group is meeting every Wednesday at 1:30 p.m. It started over one month ago as a friendly time to get together with TELOS folks and has been growing. Kathy Shoemaker initiated the event, and it could be considered a product of the Events Committee.
- Dee brought up the possibility of planning a summer picnic and/or holiday party and wondered about costs. Faisal reminded that after July 1, the TSO treasury will have \$4500 added to its existing \$820 that can be used for anything.
- Ideas and instructions for putting on events can be discussed at the training retreat in June.

Fund Raising Committee report -- Dee Koger

- Faisal discourages imposing membership fees on students. We can do all kinds of things to make money, e.g., book sales, sell coupon books for Taco Time, exercise grant writing, hold a bake sale on the main campus

where there are far more buyers. Nora said that health food and proper handling would be required for a bake sale, and she would have to know ahead to approve items. Alex Sytman asked if the College could solicit funds from charitable organizations; Faisal said a 501c had been set up by BC. Alex asked if BC has an affiliation with OSHER, another local lifelong learning organization that is connected to UW.

- Could the TSO use funds from the BC Development Fund? For use of these funds, the donors' wishes must be honored, and they must be used for the general advancement of the TELOS program, e.g., classroom equipment, and advertising in an attempt to increase the number of TELOS students.

Unfinished Business

- Archived TAG documents – Dee reported that she has some of the TAG albums at her home. John and Bess Billington also have four albums. The rest are stored in a closet at the north campus Bess found a historical library that will accept them. Dee has asked Angela for written permission to remove them from the building. Once permission is granted, John Billington will move them to the library. Bev recommended that this be taken care of before the end of May.
- TSO Mission and Vision Statement – The updated statement was read aloud. It had been written by Jim Maynard, who had received Faisal's approval of the wording. Jim Cushing questioned the meaning of the word, "co-curricular". Faisal responded that, in addition to being a community, you offer support to other parts of the program such as curriculum, marketing, and anything needed by the TELOS office. For example, if a group of TSO folks wants to drive into Seattle for an astronomy class or to a museum, the driver must have taken a safe driving course from BC and be certificated.

A motion was made and seconded to accept Jim Maynard's version of the TSO Mission and Vision Statement. The motion passed with a majority of yeas. There was one vote of no.

New Business

- Topics for the Liaison Group to consider discussing with the Administration:
 - Alex Sytman asked if BC might be in a position to ask for a grant and to become affiliated with the OSHER lifelong learning program that is connected with UW.
 - Per the financial statement spreadsheet introduced earlier in the meeting, Jim Cushing questioned the way in which the projected overhead was determined for TELOS, and he was concerned about tuition increase. Jim thought the liaison committee needed to discuss (1) the whole TELOS program, about changing 8-week class sessions to 6-weeks, and (2) about having changed the minimum number of students to 10 which hurt many instructors who had spent much time preparing their courses. Edie said that no promises have been made about tuition increase, but at the current time, the Administration is open to consider going either direction.
 - Edie said that retirees require a little different treatment from other students. She invited everyone to meet with the Liaison Committee on Thurs., May 8, 3:15 p.m., at Crossroads Starbucks, to help make up the agenda for their next meeting with the Administration.
 - Bev requested that no course registrations be handled until all courses were listed online to avoid the possibility of students changing their minds and having to drop/add courses.
 - Bev suggested changing the name "Open House" back to "Orientation" to discourage people from arriving late. Penny asked for the Marketing Committee to give its advice on the name.

It was moved and seconded that the meeting be adjourned. The motion was approved unanimously.

The meeting ended at 4:55 p.m.

Respectfully submitted,
Bev Vernon, TSO Council Secretary and Acting President